**The “Quick” guide to Mrs. Kaucher’s Class**

1. ***PENCIL!!***
   1. You are required to use pencil for everything except notes
   2. Pen use on a test will result in a reduction of 5 points
   3. Pen use on a quiz will result in a reduction of 2 points
2. ***Notebook***
   1. A notebook is ***required*** for this class
   2. Keep everything that is covered, handed out, or graded (including this guide)
   3. Can be collected at any point to be graded for completion
3. ***Homework***
   1. Homework will be given almost every night and checked the next day for completion &/or accuracy
4. ***Tests and Quizzes***
   1. Tests and quizzes can be retaken as long as the following have been met
      1. All homework has been turned in
      2. Students must seek out additional help to master the topic
5. ***Extra Help***
   1. 9th period and after school (by appointment only)
6. ***Participation***
   1. Every student is required to participate
   2. Independent Problem of the Day (iPoD journal) is one of the main components of Participation
7. ***Projects***
   1. There will be projects every quarter
   2. Projects handed in early will receive 5 bonus points
8. ***Grade***
   1. Tests: 25%
   2. Projects: 25%
   3. Quizzes: 20%
   4. Notebook: 15%
   5. Homework: 10%
   6. Participation: 5%
9. ***Rules (First offense: Warning ; Second offense: Teacher Detention; Third offense: Sent to office)***
   1. Be in your seat when the bell rings with all books and materials
   2. Cell phones will be kept in pockets/ book bags – if seen they will be confiscated and turned into the office
   3. No personal grooming during class
   4. Follow directions the first time they are given
   5. Speak to me and your classmates as you would want them to speak to you. This includes the respect of only one person speaking at a time.
10. ***Additional Expectations***
    1. Please ask questions when you do not understand the material that is being covered, or for clarification on a point
    2. Communication is essential
    3. Any extra time during class will be used to complete the math homework. Not utilizing this time wisely will be result in a 0 for the homework assignment.

If you follow these guidelines, you will easily pass my class. ☺

Procedures:

* Raised hand with:
  + 1 finger – Student wishes to speak (or ask question)
  + 2 fingers – I wish to leave my seat
  + 3 fingers – I need help
  + Crossed fingers – I need to use the bathroom / get a drink
* If a student needs to use the restroom:
  + During any part of the period EXCEPT note taking
  + Get agenda signed prior to leaving
  + One student out at a time
  + No more than 4 times per marking period
* If you are absent on a particular day, please see teacher for missed assignments
* In the case of an emergency signal, immediately get quiet and wait for instructions
  + If we need to leave we will leave as a group quietly

Daily Routine:

1. Enter the room quietly and on time
2. Immediately retrieve your iPoD journals
3. Get out your homework, put on side of desk
4. Start the POD
5. When finished write down homework in agenda
6. Wait quietly for everyone to be finished
7. Go over iPoD
8. Pass up iPoD books
9. Go over homework (if not being collected)
10. Additional practice if necessary
11. Notes –will be taken by all students and placed into notebook / binder
    1. Date will be on top left hand side of paper with the section labeled
12. Practice
13. Homework started
14. Students will be dismissed by the teacher, not the bell